

A/C/NIC

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18 SEP 1981

MEMORANDUM FOR: All NIC Personnel

FROM : Harold P. Ford
Acting Chairman, National Intelligence Council

SUBJECT : Security Check Lists

Some recent security problems (and near-misses) in the NIC's unvaulted area []

[] illustrate the fact that earlier security practices in that area need to be reintroduced. No system is perfect, but procedures such as the following have proved the most effective and equitable. As of today, they are to be maintained in force.

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1. Each individual [] shall daily and regularly sign the opening/closing sheet on his/her safe. STAT
2. As shown in the attachments, each individual NIO office [] (NIO/AF, NIO/EUR, etc.) is to maintain a security check sheet for its office(s) which is to be used and marked daily, the NIOs, A/NIOs, and secretary for each given NIO fiefdom being responsible for their immediate office or space. STAT
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3. Also as shown in the attachments, all [] are to be double-checked. There will be two rosters of such checkers, one [] (NIOs EA, NARC, EUR, and USSR), the other [] (PO/NIC, NIC/ECON, NIO/AF, NIO/NESA, NARC secretary, NIO/LA, VC/NIC, and C/NIC). All officers (NIOs, A/NIOs) and secretaries will pull this occasional but necessary duty, the only exceptions being VC/NIC and C/NIC. As indicated on the attached sample check sheet, if these checkers find officers staying late, the latter will be obliged to initial that fact on the check sheet forms -- and their according responsibility for their NIO area. At the end of each week, the double-checkers will give his/her completed checklist to the NIC Admin Office. STAT
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4. For all NIC officers, please exercise care not to leave out any materials (in your own area or someone else's) which you think should be considered unclassified even though they are marked classified. Bend over backwards to be conservative in such practice. And, to escape being nailed for a violation (by some O/S official who might interpret the materials otherwise), you can always
 - (a) ask a late-staying colleague to lock up such materials for you or
 - (b) leave them in the Watch Office.

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Memo: Security Check Lists

5. For those NIC officers in vaulted areas, remember that you'll be hung by the thumbs if, as last person out at night, you forget to lock up the store.



Harold P. Ford

Distribution: All NIC Personnel

Attachments:
As stated

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